



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHAPLAIN

Job Number: 20001155

Job Code: 62870V161016

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, coordinates and conducts religious services and provides pastoral care to institutionalized persons; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as an ordained minister will substitute for the required education on a year-for-year basis excluding the three months of clinical pastoral training.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have certificate of ordination or denominational/ecclesiastical approval. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, coordinates and conducts worship services. Conducts funerals of patients. Conducts religious education classes. Makes regular pastoral ward rounds. Counsels institutionalized persons and their families. Addresses civic and religious groups to interpret the programs of institutions and mental health. Coordinates volunteer services of community religious groups in the institution. Coordinates the work of inmate religious groups. Provides clinical pastoral education for community clergy and seminarians. Completes monthly reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves planning and conducting worship services in an institutional health care setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.